



STATE OF SOUTH CAROLINA
Retirement System
Investment Commission

PO Box 11960
Columbia, SC 29211

<http://www.jobs.sc.gov>

INVITES APPLICATIONS FOR THE POSITION OF:
Director of Fixed Income

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

OPENING DATE: 07/14/09

CLOSING DATE: 07/28/09 05:00 PM

JOB TITLE: Director of Fixed Income

CLASS CODE: UA17

POSITION NUMBER: 01

SLOT NUMBER: 01

STATE SALARY RANGE:

\$75,000.00 - \$135,000.00 Annually

AGENCY HIRING RANGE - MIN: \$75,000.00

AGENCY HIRING RANGE - MAX:
\$135,000.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Please apply on-line. Supplemental questions are considered part of your official application. In addition to applying on-line, a cover letter and resume must be mailed to SC Retirement System Investment Commission, c/o Bob Borden, Chief Investment Officer, PO Box 11960, Columbia, SC 29211. Faxes will not be accepted. For further information regarding the position, applicants may contact Heather Muller, Assistant to CIO, Phone (803) 737-6885 or via email hmuller@ic.sc.gov.

JOB RESPONSIBILITIES:

The Retirement System Investment Commission, as a fiduciary, is responsible for investing and managing the State's defined public pension funds, which is in excess of \$20 billion in retirement system assets.

This Director of Fixed Income position, under the general supervision of the Chief Investment Officer and the Deputy Chief Investment Officer, is responsible for administering all investment functions related to the South Carolina Retirement System Investment Commission's (RSIC) fixed income portfolio. This position is responsible for ensuring the creation, implementation and reevaluation of best practice procedures and policies related to investing. This position serves as the primary liaison between fixed income managers, which includes, but is not limited to: on-site manager/fund reviews, participation in conference calls, internal meetings to gain a thorough understanding of the underlying strategies, presentations to the Chief Investment Officer and the Commission regarding manager due diligence and selection, monitoring of investment performance, and risk reporting. This position is also responsible for maintaining proper records and files for transactions and performing research on future investment opportunities.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A Bachelor's Degree in Economics or Finance is required. Five years of investment experience and considerable knowledge of investment terminology, principles, practices, and procedures are required.

Qualified candidates must have experience in institutional investment programs, including, but not limited to: pension funds, endowments, foundations, insurance, trust funds, etc. Candidates should have strong analytical skills and possess comprehensive knowledge of spreadsheet software with emphasis on Excel modeling, presentation graphics, and word processing. Strong written and verbal communication skills are vital. Candidates should also have the ability to convey technical information in a clear, concise, and useful way. Fixed income investment experience is required.

PREFERRED QUALIFICATIONS:

A MBA or MS in Finance, Economics, Math, Statistics, or other related field is preferred. CFA or CAIA charterholder is preferred, or is required to obtain during employment.

ADDITIONAL COMMENTS:

The Director of Fixed Income receives direction from the Chief Investment Officer and the Deputy Chief Investment Officer. This is a highly team-orientated and collaborative position. The ability to establish and maintain effective working relationships with supervising personnel, co-workers, subordinates, and business professional is imperative.

This agency is a small organization and would be best suited for a multi-talented, self-motivated individual, able to work in a fluid environment and to complete analysis independently yet is a strong team player. The candidate should be self-starter who is able to see that needs to be done and is proactive in accomplishing undefined tasks.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

PO Box 11960
Columbia, SC 29211

Job #10146
DIRECTOR OF FIXED INCOME
HM

Director of Fixed Income Supplemental Questionnaire

- * 1. Do you have a bachelors degree in economics or finance from an accredited college or university?
☐ Yes ☐ No
- * 2. Do you have a minimum of five years of relevant professional experience in an accounting or finance field?
☐ Yes ☐ No
- * 3. Describe your direct work experience with US fixed income, emerging debt, non-US fixed income and opportunistic credit oriented investing.
- * 4. Describe your experience conducting manager due diligence. Please include a list of asset classes covered.
- * 5. Discuss your experience in a supervisory role within an investment organization.
- * Required Question